

Administrator/Clerk -Village of Butler (pop 1,846). Beautiful suburban community located in Waukesha County, contiguous with the City of Milwaukee. Over the last 40 years the Village has had 7 Administrators. Bachelor's Degree in public administration Masters preferred or closely related field and five years progressively responsible management experience, or equivalent combination of education and experience. Must be able to work well with public, developers, engineers, attorneys, and other professionals. Must possess excellent communication and personal computer skills, public finance and budgeting, TIF management, grant writing, strong interpersonal skills and citizen participation/service, personnel management/human resources, labor relations, and economic development. Under policy guidance and supervision of seven (7) member Board of Trustees and Village President, the incumbent directs and coordinates work of professional consultants; supervise DPW and performs the duties of Personnel Officer, Zoning Administrator, and Utility Manager. Salary \$65K DOQ. Send resume, cover letter, salary history, and 3 professional references to President Richard Ensslin, Rensslin@wi.rr.com Village of Butler, 12621 W. Hampton Ave, Butler, WI 53007; (262) 783-2525 Ext 1224; Fax (262) 783-2522. Deadline is October 23, 2013 at 4:30pm. Confidentiality not guaranteed for finalists. EOE